

ROUTING AND TRANSMITTAL SLIP

Date

03 Feb 88

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. C/PMS/OL, [redacted]

2. [initials]

3. [initials]

4. [initials]

5. [initials]

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - FOR ACTION AS APPROPRIATE.

TRANSMITTAL SLIP		DATE 1 Feb 88
TO: DDA JED [redacted]		
ROOM NO. 7D18	BUILDING HOS	
REMARKS: Over to you for whatever action you deem appropriate Thanks [redacted]		
FROM: DCI/PAO		
ROOM NO. 1016	BUILDING Anes	[redacted]

FORM NO. 241
1 FEB 56REPLACES FORM 36-8
WHICH MAY BE USED.DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

★ U.S.GPO: 1985-0-461-274/20011

OPTIONAL FORM 41 (Rev. 7-78)
Prescribed by GSA
FPMR (41 CFR) 101-11.206STAT
STAT
1095-2-AR

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1364R000700140125-8
188-02762

Digicon

6900 Wisconsin Avenue, Suite 505
Bethesda, Maryland 20815
(301) 951-3371

Director
Office of Public Information
Central Intelligence Agency
Washington, D.C. 20505

January 25, 1988

Dear Sirs:

This firm has a unique capability to do ADP work with Chinese language Local Area Network Adapter Cards (CLANs).

We would greatly appreciate knowing how to go about marketing our services to your Agency.

Could you please be so kind as to acknowledge receipt of this letter, and to indicate where we may contact CIA officials who may be interested in our services?

In the event that you elect to forward this letter to the proper office for action, may we please be advised as to how we may follow up on it?

Please be advised that DIGICON is an established minority private sector business entity which is more than 51 percentum owned and operated by socially and economically disadvantaged individuals. DIGICON's management and daily business operations are conducted by one or more such individuals, and DIGICON's primary focus is for the benefit of ethnic groups defined by P.L. 95-507. We were certified by the SBA in 1986 under the authority of Section 8(a) of the Small Business Act as eligible to contract with Federal Agencies on a limited competitive or noncompetitive basis.

Please note from our letterhead that we are only minutes away from you.

Also please be advised that as a result of cumulative corporate and staff experience, we are capable of performing services in the following other areas of expertise:

- o Comprehensive Information Resources Management
- o More than a hundred staff years of technical experience in integrating extremely complex computer systems including:
 - oo Workstation Model Development
 - oo Networking Telecommunication Systems

- oo Special Purpose System Integration
- oo System Requirements Analyses
- oo Records Management
- o Management Information Systems Applications
- o On-Board Personnel with hands-on experience in Agency work (1951-1961)

Please be further advised that the information contained in this letter and the enclosed brochure constitute our initial contact with CIA as an 8(a) firm soliciting business. These materials are all the creation of this firm, and may not be used for any purposes other than those intended by DIGICON without written permission.

We would be delighted to pursue this matter of Agency work further with you at your earliest possible convenience. Please advise if we may furnish any additional information.

Sincerely,



John J. Wu
President

Enclosures in duplicate:
Brochure